

CANADIAN COMMERCIAL COUNCIL OF REALTORS® OF THE CANADIAN REAL ESTATE ASSOCIATION (CREA)



MEMBERSHIP REQUIREMENTS

All Members must meet all of the requirements to be eligible for membership.

- i) **All Members of the Council must be members of CREA.**
- ii) **For individual members who belong to a local or provincial Board or Association that has a commercial council/committee/division, they must belong to that council/committee/division in order to qualify for and maintain membership in the Council.**

The following real estate Boards/Associations have been approved as meeting Canadian Commercial Council of REALTORS® membership standards.

- BC Northern Real Estate Board
- Vancouver Island Real Estate Board
- Victoria Real Estate Board
- Real Estate Board of Greater Vancouver
- Fraser Valley Real Estate Board
- Chilliwack & District Real Estate Board
- Edmonton Real Estate Board Co-Op Listing Bureau
- Calgary Real Estate Board Co-Operative Ltd.
- The Association of Regina REALTORS® Inc.
- Winnipeg REALTORS® Association
- Durham Region Real Estate Board
- London & St. Thomas Association of REALTORS®
- REALTORS® Association of Hamilton-Burlington
- Toronto Real Estate Board
- Ottawa Real Estate Board

All full members of pre-approved commercial councils/committees/divisions will automatically receive full membership in the Canadian Commercial Council of REALTORS®.

Candidate members of the pre-approved commercial councils/committees/divisions will automatically receive Candidate membership in the Canadian Commercial Council of REALTORS® (candidacy expiry date would be the same as it is locally).

- iii) **An individual member of CREA may apply directly for membership in the Canadian Commercial Council of REALTORS® if he or she:**
 - a) Belongs to a Board/Association with no pre-approved commercial council/committee/division;
AND
 - b) Has specialized knowledge in one or more areas of commercial real estate, namely; appraisal, office leasing, industrial leasing/sales, multi-family/apartment buildings, property management, land/development sites, syndication, investment, retail leasing/business brokerage, consulting, farms/ranches, hotels/motels;

AND

c) Qualifies for membership under one of the following five options:

OPTION 1: Has provided evidence that he/she has completed at least a basic commercial real estate course, which has been approved by the Council.

In order to be approved the course should cover off the following components:

- Leasing
- Investment Analysis
- Commercial Financial Calculator
- Commercial Construction
- Business Brokerage
- Taxation/Financing
- Planning and Zoning

Examples of acceptable courses include:

- CCIM courses
- UBC Sauder School of Business commercial real estate courses
- A commercial course that is approved by a Canadian real estate licensing regulator

AND has met the following experience criteria:

SALES/LEASING: Has within the last two years completed a minimum of three (3) commercial transactions or a volume of two million dollars (\$2,000,000).

OR

PROPERTY MANAGEMENT: Must have five million dollars (\$5,000,000) of real estate under management.

OR

APPRAISAL: Must have a minimum of six (6) appraisals of industrial, commercial and/or income producing properties within immediate past year, exceeding the value of two hundred and fifty thousand dollars (\$250,000) each and having a minimum aggregate value of two million dollars (\$2,000,000).

OR

A combination of the above

OPTION 2: Has within the last five (5) years completed twenty-five (25) commercial transactions or a minimum of ten million dollars (\$10,000,000) in volume or can demonstrate the equivalent via relevant work experience.

OPTION 3: Holds one of the following pre-approved designations:

- AACI – Accredited Appraiser Canadian Institute
- ALC - Accredited Land Consultant
- CCIM - Certified Commercial Investment Member
- CLO – Certified Leasing Officer
- CLS – Certified Leasing Specialist
- CPM - Certified Property Manager
- CRE - Councilor of Real Estate
- CSM - Certified Shopping Centre Manager
- SIOR – Specialist, Industrial and Office Real Estate
- RI – Designation of the Real Estate Institute of BC

OPTION 4: Can demonstrate significant practical commercial experience over a period of at least ten (10) years as a commercial practitioner.

OPTION 5: Candidate Membership - (Candidates must be members of CREA)

An individual who does not meet full membership requirements may apply to become a Candidate Member. Candidate Members will be eligible to become a full Canadian Commercial Council of REALTORS® member upon achieving the **educational qualifications and the transaction/volume qualifications. Education and transaction/volume requirements** must be completed within **three (3) years** of applying as a candidate (*see Option 1*).

Candidate members are **NOT** allowed to advertise their membership in the Canadian Commercial Council of REALTORS® nor are they permitted to use any logo of the Council.

Candidate members of the pre-approved commercial councils/committees/divisions will automatically receive Candidate membership in the Canadian Commercial Council REALTORS®.

CANADIAN COMMERCIAL COUNCIL OF REALTORS® OF THE CANADIAN REAL ESTATE ASSOCIATION (CREA)



MEMBERSHIP APPLICATION

To be accepted into membership in the Canadian Commercial Council of REALTORS®, all individuals must be members of CREA and abide by the Code of Ethics of The Canadian Real Estate Association. For individual members who belong to a Board or provincial/territorial Association that has a commercial council/committee/division, they must belong to that council/committee/division in order to qualify for and maintain membership in the Council.

(Print clearly)

Mr. Mrs. Ms. Miss

Applicant Name: _____
(first name) (last name)

Name of Present Employer: _____

Business Address: _____

City: _____ Province: _____ Postal Code: _____

Tel: (bus.) _____ Tel: (res.) _____

Fax: _____ Email: _____

Trading Area: _____

Real Estate Board/Association: _____

Years of experience in Commercial Real Estate: _____

Commercial Designations held: _____

Please indicate three (3) categories of specialization in order of importance (1=most important and 3=least)

<input type="checkbox"/> Appraisal	<input type="checkbox"/> Office Leasing	<input type="checkbox"/> Industrial Leasing/Sales
<input type="checkbox"/> Consulting	<input type="checkbox"/> Property Management	<input type="checkbox"/> Land/Development Sites
<input type="checkbox"/> Farms/Ranches	<input type="checkbox"/> Syndication	<input type="checkbox"/> Investment
<input type="checkbox"/> Retail Leasing/Business Brokerage	<input type="checkbox"/> Multifamily/Apartment Buildings	<input type="checkbox"/> Hotels/Motels

NOTE:

You may qualify for membership under one of the options below. Please check the options under which you qualify and complete only that portion of the application form in full. Please ensure that any additional information i.e. evidence of course completion and list of transactions are attached when submitting your application. For individual members who belong to a Board that has a commercial council/committee/division, they MUST belong to that council/committee/division in order to qualify for and maintain membership in the Council.

OPTION 1:

I have:

- (i) Completed the following commercial course or course equivalency: *(refer to page 2 of the Membership Requirements for course requirements and note that evidence of completion must be attached)*

_____ *(print name of course here)*

AND *(please check only one option)*

SALES/LEASING:

Completed a minimum of three (3) commercial transactions or a volume of two million dollars (\$2,000,000) in commercial sales/leasing volume within the last two years

OR

APPRAISAL:

Minimum of six (6) appraisals of industrial, commercial or income producing properties within immediate past year, exceeding value of two hundred and fifty thousand dollars (\$250,000) each and having an aggregate value of two million dollars (\$2,000,000)

OR

PROPERTY MANAGEMENT:

Five million dollars (\$5,000,000) worth of real estate under management by the applicant

OR

A combination of the above

Please complete table

Property address	Value of Sale/Lease etc.	Transaction date

(Please attach an additional sheet if necessary)

OPTION 2:

- Within the last five (5) years, I have completed twenty-five (25) commercial transactions or a minimum of \$10 million in commercial sales/leasing volume (\$10,000,000).

Please complete table

Property address	Value of Sale/Lease etc.	Transaction date

(Please attach an additional sheet if necessary)

OPTION 3:

- I actively hold one of the following designations. *(Please check one)*
 - AACI – Accredited Appraiser Canadian Institute
 - ALC – Accredited Land Consultant
 - CCIM – Certified Commercial Investment Member
 - CLO – Certified Leasing Officer
 - CLS – Certified Leasing Specialist
 - CPM – Certified Property Manager
 - CRE – Councilor of Real Estate
 - CSM – Certified Shopping Centre Manager
 - SIOR – Specialist, Industrial and Office Real Estate
 - RI – Designation of the Real Estate Institute of BC

OPTION 4:

- I can demonstrate significant practical commercial experience over a period of at least ten (10) years as a commercial practitioner.

(Please attach list of transactions or proof of significant experience.)

OPTION 5:

Candidate Membership - (Candidates must be members of CREA)

- I wish to apply as a candidate member and understand that to become a full member I must complete the educational qualifications **and** the transaction/volume qualifications **within 3 years**. *(Refer to Option 1)*

I agree that should this application be accepted, I will abide by the rules and regulations of the Canadian Commercial Council of REALTORS® and pay the annual dues as may be established. The undersigned hereby applies for membership in the Canadian Commercial Council of REALTORS® of The Canadian Real Estate Association and certifies that the information given and statements contained herein are true and complete. The Council may request further verification of the information contained in this application form.

I acknowledge and agree that the submission of this membership application constitutes my consent to the collection, use and disclosure by The Canadian Real Estate Association (CREA) of the information submitted in this Membership Application and any other personal information about me collected by CREA during the course of my membership.

I acknowledges that the collection, use and limited disclosure of any personal information will only be for the purposes of fulfilling CREA's mission statement, including membership directories and the provision of services, products and information to the applicant by CREA, or any organization authorized by CREA, and only in a manner consistent with CREA's Privacy Policy, which is made available to members on www.crea.ca.

APPLICANT'S SIGNATURE: _____ **DATE:** _____

RETURN TO:

Canadian Commercial Council of REALTORS®

The Canadian Real Estate Association

200 Catherine Street, 6th Floor

Ottawa, ON K2P 2K9

Tel: 613-237-7111

Fax: 613-234-2567

Email: jtaylor@crea.ca